



Filing a Return as a CNG Vendor Manual Data Entry

FILE AND PAY AT:
<http://sd.gov/epath>

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login >

Log in to your Account

Username:

Password:

[Forgot your Password?](#)

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on
Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:

Biodiesel Producer	Blender
Ethanol Broker	Ethanol Producer
Importer/Exporter	LNG
LPG User	LPG Vendor
Supplier	

Make a Payment >

If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.



Due Dates Calendar

ACCESS
EPATH HELP
FROM EVERY
SCREEN

Please refrain from using the browser's back button while using this site.


This site uses SSL (Secure Sockets Layer) encryption to protect your information.

[Privacy Statement](#)

Each  has help information, simply point to the  to display the information.

Main Menu >

File and/or pay taxes.

- ▶ [File or Amend Return/Payment](#) 
- ▶ [Upload Additional Documentation](#) 

- ▶ [Payment Only](#) 

Select an account function to perform.

- ▶ [Add/Edit User Accounts](#) 
- ▶ [Cancel Licenses](#)
- ▶ [Print License Card](#)

- ▶ [Change Profile](#) 
- ▶ [Add a License](#)

View History.


- ▶ [View Account Activity](#) 
- ▶ [View Pending Items](#) 

- ▶ [View/Edit Pending Electronic Payments](#) 
- ▶ [View Deleted Electronic Payments](#) 

Log out

Main Menu >

File and/or pay taxes.

▶ [File or Amend Return/Payment](#) 

▶ [Payment Only](#) 

▶ [Upload Additional Documentation](#) 

To reach the Filing Menu
click here.

Tax Return Filing Menu >


Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

☒ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

Select the Data Entry Method:

Log out

3000-1000-CV Wonder Woman Corporations (CNG Vendor) 

--Please select a Period--

FEB 2016 (Monthly Return)

JAN 2016 (Monthly Return)

DEC 2015 (Monthly Return)

NOV 2015 (Monthly Return)

OCT 2015 (Monthly Return)

SEP 2015 (Monthly Return)

☐ Manual Data Entry

Step 1: Use the

dropdown boxes to
display license numbers
and returns

Back

Next

Step 2: Choose from
Filing Options to file,
amend, or edit returns

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

- ☒ File a Return For:
- ☐ Amend a Return For: ⓘ
- ☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-CV Wonder Woman Corporations (CNG Vendor)	▼
JAN 2016 (Monthly Return)	▼
You do not have a return that can be amended at this time	▼
You do not have a return that has been saved at this time	▼

- ☐ Upload File Containing Data
- ☒ Manual Data Entry

Log out

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Next

Step 3: Choose a Data Entry Method to input a schedule

Manual Data Entry allows you to enter the information one transaction at a time directly into EPath.

Step 4: Click Next

PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

- ❖ You will only be reporting compressed natural gas sales so the product type entered will always be 224. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

<u>Schedule Type</u>	<u>Description</u>
8	This schedule type will be used to report transactions where the gallons were sold tax exempt to the US Government. This amount will be reported on <u>Line 1</u> of the tax return.
5	This schedule type will be used to report transactions where tax was collected on CNG used for fuel taxable purposes. This amount will be reported on <u>Line 2</u> of the tax return.

- ❖ How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

Step 1: Enter the information from your records into each box.

The Purchaser's FEIN or Social Security cannot be substituted for 999999999 if they are not available

Return Data Entry >

Filing JAN 2016 Return For 3000-1000-CV

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[Logout](#)

[Data Entry >](#)

CNG Vendor
CNG Summary
Payment Method
Make Payment
Verify Info

Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Schedule Type	8-Gallons sold to US government (tax-ex) ▼	Destination State	SD ▼
Product Type	224- Compressed Natural Gas(CNG) ▼	Sold To	DEF
Carrier Name	ABC	Purchaser's FEIN	999999999
Carrier FEIN	123456789	Date Shipped ⓘ	01/01/2016
Mode	J ▼	Manifest Number	12345
Origin State	SD ▼	Gross Gallons	1500

☐ Clear form after updates

Page 0 of 0 | Total Records: 0

[Save Schedule Information](#)

Step 2:
Once you have entered in all of the information click Save.

If you check this box it will clear the form to enter the next transaction.

Date Shipped is the Transaction Date

Step 3: Click Next.

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Compressed Natural Gas (CNG) Vendor Tax Return

SALES SUMMARY

1. Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles (Attach Uniform Schedule of Disbursements Type 8)	7,500
2. Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5)	5,800
3. Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2)	13,300

TAX CALCULATION AND REMITTANCE

4. Fuel Taxable Gallons (Record Amount from Line 2 here)	5,800
5. Fuel Tax Rate	\$0.10
6. Fuel Tax Liability for this reporting period (Multiply amount on Line 4 by tax rate on Line 5)	\$580.00
7. Interest	\$23.20
8. Penalty (If filing after the due date)	\$58.00
10. Total Remittance (Add Lines 6, 7, and 8)	\$661.20

[Calculate](#)[Back](#)[Next](#)

TIP: Calculate entries
before continuing on in
the process.

[Click Next](#)

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Compressed Natural Gas (CNG) Vendor Tax Return

Check Here to View Amendment Changes:

SALES SUMMARY

1. Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles (Attach Uniform Schedule of Disbursements Type 8)	7,500
2. Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5)	5,800
3. Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2)	13,300

TAX CALCULATION AND REMITTANCE

4. Fuel Taxable Gallons (Record Amount from Line 2 here)	5,800
5. Fuel Tax Rate	\$0.10
6. Fuel Tax Liability for this reporting period (Multiply amount on Line 4 by tax rate on Line 5)	\$580.00
7. Interest	\$23.20
8. Penalty (If filing after the due date)	\$58.00
9. Total Remittance (Add Lines 6, 7, and 8)	\$661.20

[View Printer Friendly Version](#)[Back](#)[Next](#)

Please Note: You will **NOT** be able to print your return after it is submitted. Click [View Printer Friendly Version](#) to print your return

TIP: Always remember to review your entries before continuing on in the process.

Click [Next](#)

Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your CNG Vendor Return. If no tax is due you will not reach this page.

Payment Method >

Filing JAN 2016 Return For 3000-1000-CV

Step 1:
Choose a
Payment
Method

Select the Payment Method you will be using

☐ ACH Debit ?

☐ ACH Credit ?

☐ Credit Card   

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

☐ No Payment at this time. (Interest will apply to late payments.)

Step 2: Follow the prompts to make a payment if you choose to make a payment at this time

[File Preview](#)

[EB Summary](#)

[Payment Method](#) >

[Make Payment](#)

[Verify Info](#)

If you choose to make a payment at a later date select No Payment at this time and click Next.

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Step 3: Click
Next

Verify Information >

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[Verify Info>](#)

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:	3000-1000-CV	Period:	01/2016
Name:	WONDER WOMAN CORPORATIONS	Return Due Date:	2/23/2016
File Code:	Required Calendar Monthly	Return Type:	CV - Original
		Total Tax Due:	\$580.00
		Interest/Penalty:	\$81.20
		Total Due:	\$661.20
		Payment Type:	None

Filing Agreement


By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password:

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Confirmation Information >

Confirmation	
Confirmation Number:	115154341694570823
Date Submitted:	Jun 20, 2016 3:15 PM
Return	
License:	3000-1000-CV
Period:	01/2016
Return Type:	CV - Original
Return Due Date:	Feb 23, 2016
Total Amount Due:	\$661.20
	View/Print Full Return



Please Note: You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

Find additional information and instructions for using EPath
at: <http://dor.sd.gov/epath/>

Questions?

Call: **605.773.8178**
Email: sdmotorfuel@state.sd.us